



## **JOB DESCRIPTION**

Title: **EXECUTIVE DIRECTOR OF STAFF**  
Department: Council  
Class Code: 0550  
FLSA Status: Exempt  
Effective Date: April 1, 1986 (Rev. 07/2008)  
Grade: 29

### **GENERAL PURPOSE**

Under general supervision of the Council Chairman performs highly responsible administrative and staff assignments in areas of long and short range policy development, research and analysis of major issues and proposed programs, and coordination of Council activities surrounding the City's budget and scheduling.

This is an appointed position to the Murray City Council and is exempt from the Career Service System.

### **EXAMPLE OF DUTIES**

- Serves as the Office of the City Council liaison with the Administration and represents the council as requested by the Chairman, Vice-Chairman or Council Member.
- \*-- Attends all regularly scheduled Council meetings, related committee meetings, and other meetings as deemed necessary by the Council or any member, such as neighborhood meetings, meetings of citizen groups, or meetings with City administrators.
- \*-- Coordinates all activities and meetings related to the analysis of the City budget and its review and adoption by the City Council. Conducts a monthly analysis of City departments' budget expenditures against the budget plan.
- \*-- Reviews and/or assists Legal Counsel in the creation and/or review of all ordinances, resolutions, policy items, and requests for Council action and coordinates placement of those items on the Council agenda; reviews completeness of materials submitted and obtains additional information needed to properly consider the matter; recommends which items should be referred to Committee of the Whole for further consideration.
- \*-- Supervises and coordinates all activities and meetings related to the analysis of the City budget and its review and adoption by the City Council.

- \*-- Prepares all agendas for formal Council meetings, Committee of the Whole meetings, meetings of the Budget Committee and other scheduled meetings, including proper posting and notification of the public and press in conformance with Utah's Open Meetings Act.
- Prepares all agendas and makes arrangements for all City/Schools Coordinating Council meetings. (Responsibility is every other year as School District takes opposite years)
- \*-- Attends Utah State Legislative sessions; reviews and analyzes bills of interest to the City; secures sponsors, and assists Council in lobbying for City supported legislation.
- Makes travel arrangements for Council Members as necessary.
- Coordinates the analysis of major policy issues and proposed programs.
- \*-- Prepares the Council Office annual budget.
- Maintains Council's Public Relations Account, oversees expenditures, and makes regular reports thereon.
- \*-- Supervises and prepares special projects upon request of the Council as a whole, or individual Council Members and committees.
- Coordinates arrangements for special meetings and functions, such as retreats, meetings with legislators and open houses for newly-elected and outgoing Council Members.
- Receives, reviews and compiles research data and information to be communicated to Council Members.
- \*-- Supervises and administers constituent work referred to the Council Office by Council Members or received directly from a constituent.
- \*-- Advises Council Members of elected officials' protocols and standards, including parliamentary procedures for meetings.
- \*-- Assists Council in Hiring, supervising, and training other members of the City Council's staff, assigns work loads and recommends staff compensation to the Council, and coordinates orientation activities for newly-elected Council Members.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college or university with a Bachelor's degree in the social sciences, municipal planning, law, public administration, accounting, or business management or

related fields and three (3) to four (4) years experience in government or non-profit private sector, OR any equivalent combination of education and experience.

#### Special Requirements

- Must be flexible in working hours; including attending evening and weekend meetings.

#### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of public administration, experience in local government, research, and analytical public sector planning and budgeting.
- Ability to establish and maintain effective working relationships with employees, other agencies, governing bodies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

#### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software; phone; copy and fax machine.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.